Terms & Conditions for English Language Teaching Centre Full-time Courses

How to Enrol

To enrol on a full time ELTC course, please send us:

- A completed application form
- A photocopy of the identity page of your passport
- Evidence of your current level of English

Deposits are not required but evidence of funds or sponsorship will be required when applying for a visa.

The last date for receipt of applications is usually four weeks before the start of the course.

If you need a visa, please allow enough time for your visa application.

Payment

You must pay your fees before arrival or during the first week of your course. Please note that if you do not pay by this time, you will not be allowed to continue your studies.

You may pay by:

- Credit/debit card
- Western Union bank transfer

ELTC will send you details on how to pay your fees. We strongly advise you NOT to carry large quantities of cash (though you will need some cash when you first arrive in the UK).

Sponsored students

If your fees will be paid by your sponsor, you must present a letter of financial guarantee. Acceptable sponsors include universities, government agencies, charitable organisations and registered international companies and the guarantee may be verified with your sponsor before we confirm your enrolment. The ELTC reserves the right to refuse financial guarantees.

Some students need a further letter from their embassy in London after they arrive in England and before they begin their studies. Check with ELTC if you are not sure about this. You may not be able to start your course at ELTC until we have received this letter.

Group students

If you are participating in a course as a member of a group, payment arrangements will be made through your group organiser.
Agency students

If you were introduced to ELTC by an agency, please include details on the application form.

Cancellations and changes to enrolments

You may cancel your enrolment before the start of your course. Course fees which have been paid in advance will be refunded but the following deductions will be made:

- any visa charges incurred
- any bank charges incurred
- any fee or commission already paid

Please note that if you leave early or take an unauthorised break from your studies, you risk losing the money you have paid. Fees will only be refunded in exceptional circumstances and at the discretion of the Director.

We are obliged to report any changes or cancellations to UK Visas & Immigration.

Latest arrival dates

You must take up your place on time if possible. The latest arrival date for your course is stated on your offer letter. It will not be possible to join your course after the latest arrival date.

If you are unable to arrive on or before the latest arrival date you should not travel to Sheffield as we cannot guarantee you will be allowed to enter the UK.

It is important that you make every effort to arrive on time to minimise the impact on your studies. In the event that you believe you will not be able to arrive on time for your course, you must inform us by e-mail (eltc@sheffield.ac.uk) at the earliest possible opportunity.

If you arrive after the start date for your course your tuition fees will not be discounted or refunded for the period of the course you miss, apart from in exceptional circumstances at the discretion of the ELTC Director.

Insurance

ELTC provide an insurance package for students to cover cancellation, personal health and possessions. ELTC will provide details of the cover to students upon their acceptance on the course. Students are responsible for checking that the cover is sufficient for their needs and must arrange supplementary cover if required.

The University of Sheffield’s Terms and Conditions

We advise students to read the University’s Terms and Conditions which are available to look at on this website and are also included as an attachment with ELTC offer letter e-mails. When registering, students enter into a contract with the University and are bound by University Regulations and English Law. If students break TUOS regulations or English Law, they may be penalised. The most severe penalty the University can apply is expulsion, which means the student is told to leave the University. Conduct involving criminal, violent and/or
abusive behaviour may lead to expulsion. This means they would not be able to complete their current course or register on TUOS courses in the future.

**Public Holidays**

Classes are not held on public holidays and ELTC is closed on those days. Please note that there are no fee reductions for course weeks which include a public holiday.